

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1291

TITLE: VOLUNTEER SERVICES COORDINATOR II

GRADE: S-20

DEFINITION:

Under limited supervision, to perform full performance level volunteer services coordination (i.e., volunteer job development, recruitment, selection, placement, training, recognition, and evaluation).

TYPICAL TASKS: (illustrative only)

- o Responds to requests for information from potential volunteers and from agencies interested in using volunteers.
- o Interfaces with volunteers and program staff to determine extent of program need for volunteers
- o Formulates, recommends, and implements plans for recruitment; conducts assessment interviews to determine appropriate placement based on interests, skills and abilities of volunteers
- o Conducts campaigns, through speaking engagements or similar publicity efforts, to obtain volunteers or promote available volunteer services
- o Oversees volunteer training, performance management, and recognition
- o Acts as agency representative to committees, task forces, community meetings; acts as liaison to community, volunteers, and agency staff
- o Collects information and prepares materials for distribution related to volunteer services
- o Monitors overall volunteer program effectiveness and promotes effective working relationships with program staff to maximize successful volunteer experiences.
- o Operates a volunteer clearinghouse which links potential volunteers with agencies and organizations requiring volunteer services
- o Develops job opportunities for volunteers with unique capabilities or volunteers who are homebound or disabled
- o Designs program brochures and flyers and writes articles to promote volunteerism.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- o Effective oral and written communication skills, including effective presentation skills
- o Demonstrated interpersonal and organizational skills
- o Demonstrated ability to supervise volunteers effectively.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in one of the social or behavioral sciences, liberal arts, education or personnel administration AND

One year of professional volunteer service coordination experience, including recruitment, selection, and placement of volunteers.

REVISED: February 11, 1991

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